

## OFFICE OF THE CITY ATTORNEY

### CORE MISSION

The Office of the City Attorney represents and advises the City Council, boards and commissions, and City officers and staff in all legal matters. The legal services include oral and written advice, preparation and review of a wide variety of legal documents, and representation of the City's interests in administrative proceedings and litigation.

### PROGRAM

The Office of the City Attorney has only one program: Legal Services. The workload of the Office is determined by a number of factors: local, state and federal legislation; requests for legal services in support of departmental programs; and the number of administrative and litigation matters to which the City is a party. The staff size of the Office of the City Attorney has remained constant since 1985.

#### **FY 2003-2004** (Recommended by City Manager)

- **Service Level Changes** None
- **Funding Reductions** None
- **Work Hours and Position Reductions** None

#### **FY 2004-2005** (Recommended by City Manager)

- **Service Level Changes** None
- **Funding Reductions**

The total base budget figure, including salaries, benefits and rental rates, is \$1,309,863.38. Budget amount on which reductions were directed to be calculated is \$1,250,324.00. The proposed reduction is \$154,569.00. (approx. 12.36%) The reductions come from department-wide allocated costs including books and publications, court and litigation costs, software licensing and support, outside legal services, postage, printing, office supplies, training, conferences and meetings, and travel.
- **Work Hours and Position Reductions** None

### ADDITIONAL COMMENTS

Because no changes are being proposed to the work handled by the Legal Services program and no service level reductions are being proposed, no Program Budget Reduction form is presented.